# **Administrative Assistant to the Head of School**

Trinity Episcopal School, a PK2 – 8th grade independent Episcopal School on Galveston Island, seeks an Administrative Assistant for the Head of School to support the Head of School and manage a busy front office.

**Responsibilities:**

* Reception and communications, answering incoming calls and overseeing the entry and exit of students, parents, and all campus visitors
* Place orders for office supplies and classroom materials approved by Division Leadership
* Maintain the school calendar
* Record and update information in the school database
* Coordinate lunch orders and services, working with caterer and finance office
* Accept payments and make deposits, as needed
* Oversee the School Clinic, assisting and supervising students sent to the clinic, communicating with parents, and keeping detailed records of medical needs and medications
* Provide support for the Head of School, as needed
* Understand and respect the principal qualities of an Episcopal school.

**Qualities Desired:**

* Friendly ambassador for the School who enjoys interfacing with both children and adults, internal and external constituents
* Excellent communication skills as the first point of contact for guests and callers.
* Adept at quickly building institutional knowledge for answering or directing questions and requests
* Tech proficiency to work with MS Office and the school database
* Professional and personal ethics; ability to maintain constituent information in strict confidence
* Flexible, collaborative worker
* Detail-oriented with problem-solving skills
* Experience in a school or office environment

**Required Education:**

High School Diploma or GED required; Bachelor’s degree preferred

**To Apply:**

* Qualified applicants should send a cover letter and resume to Mark Fallo, Head of School at mfallo@[tesgalv.org](mailto:twilliams@tesgalv.org).

***Trinity is an equal-opportunity employer and complies with all federal, state, and local laws that prohibit discrimination in employment because of race, age, color, gender, national origin, citizenship, age (18 or older), religion, disability, marital status, veteran status, or sexual orientation.***